

## Navigating Electronic Forms Using the Etrieve System

Log in at <u>etcentral.risd.edu</u> with your RISD username and password			Type your user name and p User name: [ Password: [	password.	©risd.edu Forgot your Password? Sign In
etrieve	CENTRAL				≡
Flow					
Inbox	>	<b>INBOX:</b> Forms that require attention and action will be located in the Inbox.			
Activity	>				
Forms Forms Drafts	>	ACTIVITY: The 'Activity' area is where you will find a list of all the forms you have submitted. You can check a form's status by going to your 'Activity' area, selecting the form, and clicking the 'History' button.			
<		FORMS: The 'Form shows a list of all a forms. You can scro list (organized alph you can use the sea search for a form. DRAFTS: Forms tha will be in this area. form and click 'Sub	es' library vailable oll through the abetically) or arch bar to at have been st To submit fill in mit.'	Flow Inbox > Activity > Forms Forms Torms > Torms >	Forms × Collapse All Registrar • Address Change Student Information Release Student Information Release

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